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Dear Mr. _____:

You will recall that you have accepted membership in the National Defense Executive Reserve for this Agency. The Director has reviewed this program as part of a general study of our mobilization planning and found that our continued participation in the program is not justified.

Your willingness to commit yourself to this worthwhile National endeavor is appreciated; but, since the majority of our Reservists are in periodic contact with their sponsoring office in other capacities, there has been very little need or justification for them to participate in training programs such as those undertaken by other Federal agencies in the form of regional seminars and national conferences. In addition, certain cover problems have been encountered in our efforts to maintain a small covert segment of the large National program which is overtly administered and highly publicized.

There is no action required on your part except to destroy the Civil Defense Identification Card which was issued to you when you entered the program.

Again, your cooperation and willingness to serve the Agency are greatly appreciated.

sincerely yours,

Emmett D. Echoes
Director of Personnel

Note: This letter will be modified for those Reservists who are not current consultants whom the sponsoring offices desire to invite to join the Agency's Civilian Standby Reserve program.